



INTERNAL QUALITY ASSURANCE CELL

DON BOSCO COLLEGE, KOHIMA

Ref. No. : DBc/IQA/c/An.01 2019

Date : 26/11/18

CIRCULAR

The first meeting of the newly constituted Internal Quality Assurance Cell of Don Bosco College Kohima will be held on **26-11-2018** at **4:00 P.M** in Hall-7, DBCK.

Therefore, all are requested to make it convenient to attend the meeting.

Agendas:

1. Formal composition of IQAC
2. Setting up of IQAC Office
3. IQAC Annual Plan
4. Evaluation of 7 criteria for NAAC assessment
5. Feedbacks and evaluation

(Ms. Jarani Mao)
IQAC Coordinator

Dr. P. Suresh

Principal
Don Bosco College
PB - 430
Kohima-797001 Nagaland



Cordinator

Minutes of the DBCK, Internal Quality Assurance Cell meeting held on 26th of November 2018 in Hall-6 of DBCK, at 4:00 PM.

The following members were present:

Sl.no	Name	Designation
1.	Dr. Fr. P. Suresh	Chairman
2.	Dr. VelhouKoza	Member
3.	Mrs. Pinky Sagolsem	Member
4.	Mr. N. ZupenthungShitiri	Member
5.	Dr. LanukumlaAo	Member
6.	Dr. IntinanoLongkumer	Member
7.	Mrs. Kezienuo	Member
8.	Dr. Aosunep	Member
9.	Prof. N. Das	Member
10.	Fr. P. Innocent	Member
11.	Ms. Kevisedenuo Christina	Member
12.	Mr. Johny	Member
13.	Dr.N.Tiwary	Member
14.	Fr. T.P. James	Member
15.	Ms. Jarani Mao	Co-ordinator

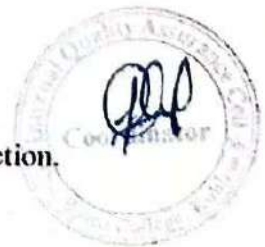
Background:

1. Formal composition of IQAC
2. Setting up of IQAC Office
3. IQAC Annual Plan
4. Evaluation of 7 criteria for NAAC assessment
5. Feedbacks and evaluation

Decisions taken:

1. To set up IQAC Office separately with all the necessary requirements.
2. To focus more extension services for quality enhancement.
3. To introduce add-on courses or refresher courses in all the departments.
4. To initiate setting up of PTA and Alumni association.
5. To encourage and initiate e-learning for efficient and effective classroom interaction.

Dr. P. Suresh
Principal
Don Bosco College
PB - 430
Kohima-797001 Nagaland



Sd/-

(Co-ordinator)
IQAC, DBCK

The following members were present in the IQAC Meeting of Don Bosco College, Kohima held on 26th November 2018 at 4:00 P.M at DBCK, Hall-7.

Sl. No	Name	Designation	Signature
1.	Fr. Dr. P. Suresh SDB	IQAC Chairman/ Principal, DBCK	<i>Fr. P. Suresh</i>
2.	Dr. Velhou Koza	HOD, Sociology Department DBCK	<i>[Signature]</i>
3.	Mrs. Pinky Sagolsem	HOD, English Department DBCK	<i>[Signature]</i> 26/11/18
4.	Mr. N. Zupenthung Shitiri	HOD, Political Science Department DBCK	<i>[Signature]</i> 26/11/18
5.	Dr. Lanukumla Ao	Convener Research Committee, DBCK	<i>[Signature]</i> 26/11/18
6.	Dr. Imtinaro Longkumer	Asst. NAAC Coordinator	<i>[Signature]</i> 26/11/18
7.	Mrs. Kezienuo	Controller of Examination, DBCK	<i>[Signature]</i>
8.	Dr. Aosunep	Nodal Officer, Students' Forum, DBCK	<i>[Signature]</i>
9.	Prof. N. Das	Professor, Nagaland University	<i>[Signature]</i> 26/11/18
10.	Fr. P. Innocent	Vice Principal, DBHSS	<i>[Signature]</i>
11.	Mr. Johnny	Account Officer, DBCK	<i>J. Barak</i> 26/11/18
12.	Ms. Kevisedenuo Christina	DBCK, Alumni Representative	<i>K. C. Dame</i>
13.	Mr. John Thono	General Secretary, Students' Forum, DBCK	
14.	Mr. Keniengu Albert	Catholic Union President. CKC	
15.	Dr. Tiwary	Principal, Mount Olive College	<i>[Signature]</i> 26/11/18
16.	Mr. Vituozo Phewhuo	N.V. Press, Kohima	
17.	Fr. T.P. James	Principal, DBHSS	<i>[Signature]</i> 26/11/18
18.	Ms. Jarani Mao	IQAC/ NAAC Co-ordinator	<i>[Signature]</i>

Fr. P. Suresh
Principal
Don Bosco College
PB - 430
Kohima-787001 Nagaland



Sd/-
IQAC Co-ordinator

Report on IQAC Meeting, 2018

The Internal Quality Assurance Cell, Don Bosco College Kohima held its first official meeting on 26th November, 2018, at DBCK Conference Hall at 4:00 pm. The Meeting was attended by 15 (fifteen) newly constituted members of IQAC, DBCK.

The session began with a prayer pronounced by Fr. T.P James, principal of DBS, Kohima. The agenda of the meeting was read out by the IQAC coordinator followed by a discussion on the following agenda that includes composition of its members officially, setting up of IQAC office, IQAC annual plan, evaluating the strength and weaknesses of the college basing on the seven criteria for NAAC assessment and feedback and suggestions for future endeavor.

After evaluating the issues, the team decided that for the better functioning, separate IQAC office is to be set up with all its necessary requirements. IQAC will also focus on extension services for quality enhancement. To introduce add-on courses and refresher courses or certificate courses in all the departments. Further, IQAC will also initiate the setting up of Parent Teacher Association (PTA) and Alumni Association. The team also decided to introduce e-learning for efficient and effecting classroom interaction.

A. P. Suresh
Principal
Don Bosco College
PB - 430
Kohima-797001 Nagaland





INTERNAL QUALITY ASSURANCE CELL

DON BOSCO COLLEGE, KOHIMA

Ref. No. : DBC/IQAC/2019-07

Date : 6/3/19

CIRCULAR

The Don Bosco College Kohima, Internal Quality Assurance Cell (IQAC) Internal Meeting will be held on 11-03-2019 at 1:00 P.M. in Hall 7.

Therefore, all are requested to make it convenient to attend the meeting.

Agenda:

1. Reporting of Previous minutes.
2. Monthly activity plan and evaluation.
3. Feedback on institutional infrastructure.
4. Suggestions and feedbacks on Internal Assessment.
5. Conclusion Remark.

(Mrs. Jarani Mao)
IQAC Coordinator



Cordinator

Minutes of the DBCK, Internal Quality Assurance Cell meeting with the HoDs was held on 11-03-2019, at 1:30 PM, in Hall-7

The following members were present:

Sl.no	Name	Designation
1.	Dr. LanukumlaAo	HoD. History
2.	Dr. Velhou Koza	HoD. Sociology
3.	Mrs. Pinky Sagolsem	HoD. English
4.	Mr. N. Zupenthung Shitiri	HoD. Pol.Science
5.	Dr. Aosunep	Nodal Officer, Students' Forum
6.	Mrs. Kezienuo	Controller of examination
7.	Ms. Jarani Mao	Co-ordinator

Background:

1. Evaluate the strength and weaknesses of different departments
2. Measures to improve internal assignment assessment
3. Improve departmental facility
4. Faculty development strategy

Decisions taken:

- 1st Assignment for the honors subject will be report on the field trip to encourage original and creative writing. It will carry the same mark as given to other assignment.
- Create departmental Library in each department as reference section of the department.
- To give more/repeated honors class instead of general class.
- If possible to have General Department especially to cater and sustain those students who finds difficulty in continuing honors due to various reasons.
- Faculty must attend Refresher/Orientation course as per the UGC norms.



Sd/-
(Co-ordinator)
IQAC, DBCK

Dr. P. Suresh,
Principal
Don Bosco College
PB - 430
Kohima-797001 Nagaland

MEETING MINUTES OF IQAC

The IQAC Steering team of Don Bosco College Kohima, conducted a meeting on 11-03-2019, at 1:30 PM, in Hall-7. The purpose of the meeting was to evaluate the working of each department internally and to discuss on the upcoming departmental plans and SWOT analysis prepared by the H.O.Ds.

The sitting started after an hour of discussion and meeting held among each respective department separately. In the session with the IQAC Team, each departments H.O.Ds represented their respective departmental upcoming activities and the SWOT analysis, followed by a discussion and suggestions by the team.

In the meeting, the team also addressed to the following general common issues for every departments for improving the quality of teaching-learning process in DBCK.

- 1st Assignment for the honors subject will be report on the field trip to encourage original and creative writing. It will carry the same mark as given to other assignment.
- Create departmental Library in each department as reference section of the department.
- To give more/repeated honors class instead of general class.
- If possible to have General Department especially to cater and sustain those students who finds difficulty in continuing honors due to various reasons.
- Faculty must attend Refresher/Orientation course as per the UGC norms.

The following members were present for the meeting:

1. Dr. Lanukumla Ao (H.O.D. History) *[Signature]* 13/3/19
2. Dr. Velhou Koza (H.O.D. Sociology) *[Signature]* 13/3/19
3. Mrs. Pinky Sagolsem (H.O.D. English) *[Signature]* 13/3/19
4. Mr. N. Zupenthung Shitiri (H.O.D. Pol.Science) *[Signature]* 14/3/19
5. Dr. Aosunep (Nodal Officer, Students' Forum) *[Signature]* 13/03/19
6. Mrs. Kezienuo (Controllr of examination) *[Signature]* 13/03/19
7. Ms. Jarani Mao (Co-ordinator) *[Signature]* 13/3/19

P. Surash
Principal
Don Bosco College
PB - 430
Kohima-797001 Nagaland







INTERNAL QUALITY ASSURANCE CELL

DON BOSCO COLLEGE, KOHIMA

Ref. No. : DBCL/IQAC/CA-02-2019

Date : 24/7/19

CIRCULAR

The second meeting of Don Bosco College Kohima, Internal Quality Assurance Cell will be held on 30-07-2019 at 3:30 P.M in Conference Hall, DBCK.

Therefore, all are requested to make it convenient to attend the meeting.

Agenda:

1. Evaluation of previous year IQAC Action plan
2. IQAC Annual Action plan for the Academic year 2019-20
3. Tentative Calendar for NAAC Assessment
4. Preparation for AAA
5. Feedbacks and Suggestions

Dr. P. SURANA

Principal
Don Bosco College
PB - 430
Kohima - 797 001 Nagaland

(Ms. Jarani Mao)
IQAC Coordinator



Cordinator

Minutes of the DBCK, Internal Quality Assurance Cell meeting held on 30th of July 2019 in DBCK, Conference Hall at 3:30 PM.

The following members were present:

Sl.no	Name	Designation
1.	Dr. Fr. P. Suresh	Chairman
2.	Dr. Velhoukoza	Member
3.	Dr. Pinky Sagolsem	Member
4.	Mr. N. Zupenthungshitiri	Member
5.	Dr. LanukumlaAo	Member
6.	Dr. ImtinaroLongkumer	Member
7.	Mrs. Kezienuo	Member
8.	Dr. Aosunep	Member
9.	Prof. N. Das	Member
10.	Fr. P. Innocent	Member
11.	Ms. Kevisedenuo Christina	Member
12.	Mr. Johny	Member
13.	Mr. Keniengu Albert	Member
14.	Dr.N.Tiwary	Member
15.	Fr. T.P. James	Member
16.	Ms. Vilanienuo Agnes	Member
17.	Ms. Jarani Mao	Co-ordinator

Background:


1. Evaluation of previous year IQAC Action plan
2. IQAC Annual Action plan for the Academic year 2019-20
3. Tentative Calendar for NAAC Assessment
4. Preparation for AAA
5. Feedbacks and Suggestions

Decisions taken:

1. The Seven Teams to held meeting at least once in a month
2. To work on introducing e-learning and add-on courses.
3. To prepare SSR, before formulating the action plan.
4. To maintain and prepare all required documents and records systematically before applying for NAAC.
5. To write application to University BUGS for updating curriculum and keep a record of the documents.

Sd/-

(Co-ordinator)
IQAC, DBCK


Principal
Don Bosco College
P.O. - 430
Mishima-7, Nagaland

The following members were present in the IQAC Meeting of Don Bosco College, Kohima held on 30th July 2019 at 3:30 P.M at DBCK, Conference Hall.

Sl. No	Name	Designation	Signature
1.	Fr. Dr. P. Suresh SDB	IQAC Chairman/ Principal, DBCK	<i>Fr. P. Suresh</i>
2.	Dr. Velhou Koza	HOD, Sociology Department DBCK	<i>[Signature]</i>
3.	Mrs. Pinky Sagolsem	HOD, English Department DBCK	<i>Pinky S.</i>
4.	Mr. N. Zupenthung Shitiri	HOD, Political Science Department DBCK	<i>[Signature]</i>
5.	Dr. Lanukumla Ao	Convener Research Committee, DBCK	<i>[Signature]</i>
6.	Dr. Imtinaro Longkumer	Asst. NAAC Coordinator	<i>[Signature]</i> 20/7/19
7.	Mrs. Kezienuo	Controller of Examination, DBCK	<i>[Signature]</i>
8.	Dr. Aosunep	Nodal Officer, Students' Forum, DBCK	<i>[Signature]</i>
9.	Prof. N. Das	Professor, Nagaland University	<i>[Signature]</i> 30/7/19
10.	Fr. P. Innocent	Vice Principal, DBHSS	<i>[Signature]</i>
11.	Mr. Johny	Account Officer, DBCK	<i>[Signature]</i>
12.	Ms. Kevisedenuo Christina	DBCK, Alumni Representative	<i>[Signature]</i>
13.	Ms. Vilanienuo Agnes	General Secretary, Students' Forum, DBCK	<i>[Signature]</i>
14.	Mr. Keniengu Albert	Catholic Union President. CKC	<i>[Signature]</i>
15.	Dr. N. Tiwary	Principal, Mount Olive College	<i>[Signature]</i>
16.	Mr. Vituozo Phewhuo	N.V. Press, Kohima	
17.	Fr. T.P. James	Principal, DBHSS	<i>[Signature]</i> 30/7/19
18.	Ms. Jarani Mao	IQAC/ NAAC Co-ordinator	<i>[Signature]</i> 30/7/19

Fr. P. Suresh

Principal
Don Bosco College
PB - 430

Kohima - 79001 Nagaland



Report on IQAC Meeting 2019

Don Bosco College Kohima, IQAC held its second official meeting on 30th July 2019 in Conference Hall at 3:30 PM. The meeting was attended by seventeen members. The purpose of the meeting were to discuss and plan on the following, such as; Evaluation of previous year IQAC Action plan, IQAC Annual Action plan for the Academic year 2019-20, Tentative Calendar for NAAC Assessment, Preparation for AAA, Feedbacks and Suggestions.

The meeting began with a prayer pronounced by Dr. Velhou Koza, which was followed by the presentation of IQAC actions and activities report from Nov' 2018 till May' 2019 by the IQAC Coordinator. The Team appreciated the College for introducing the idea of second Assignment adopted by the college where 5 marks internal assessment are given for report writing of field visit and culture related topics outside the prescribed curriculum content. The team also encouraged the college for the upcoming Faculty Exchange Programme. The Team declared this two practices the innovative and best practices of DBCK.

Further, the Team provided the following valuable suggestion after discussing on the given agenda:

1. Suggested the Seven NAAC Steering teams of DBCK to held at least one meeting every month.
2. To be aware of the weakness and drawbacks of the college and to fill the gap, the team suggested to go through and prepare SSR before formulating the action plan.
3. The Team also suggested to write application to the Deputy Registra and Vice Chancellor, Nagaland University for revision of curriculum and to keep a record for future claim in filling SSR.
4. To maintain all records and reports of all the activities and committees systematically before applying for NAAC.

The meeting concluded with the words of gratitude and appreciation to the team by the Principal, followed by a prayer by Fr. James.

Fr. P. Suresh,
Principal
Don Bosco College
PB - 430
Kohima-797001 Nagaland



Report on IQAC internal meeting

The IQAC Steering team of Don Bosco College Kohima, conducted internal IQAC meeting on 13th of March 2020, at 12:30 P.M, in IQAC room, attended by 7 (seven) members.

The objective of the meeting was to Audit all the departmental and committees activities of 2019-2020 and plans for 2020-2021. To discuss on the grievances in implementing the plans and to suggest measures for improvement.

The sitting started after two days of discussion and meeting held among each respective departments and committees separately. In the session the IQAC Team conducted the audit of each department and committees and decided to have departmental activities twice in odd semester and once in even semester, keeping in mind the deficiency of time during even semester. To be precise on the activities planned, theme selected, and the resource person- keeping in mind that some department failed to adhere to the plans that they formulated. All the Departments and committees to conduct meeting at least twice in a semester and to maintain a report of their meeting minutes followed by action taken reports. To start teacher's feedback system to curriculum and Student Satisfaction Survey according to NAAC pattern. And as far as possible, variety of teaching methods and techniques to be used by every teacher and to add the process of implementation of the methods in the summary of the lesson in the log-book.


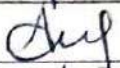
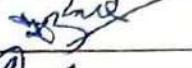

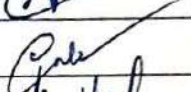
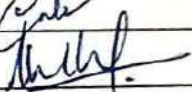

The meeting was concluded by the coordinator by summarizing the decision taken above.

Fr. P. Suresh,
Principal
Don Bosco College
PB - 430
Kohima-797001 Nagaland



Minutes of the DBCK, Internal Quality Assurance Cell meeting held on 13th of March 2020 in IQAC room DBCK, at 12:30 PM.

The following members were present:

Sl.no	Name	Designation	Signature
1.	Mrs. Jarani Mao	IQAC Co-ordinator	
2.	Dr. Lanukumla Ao	H.O.D. History	
3.	Dr. Velhou Koza	H.O.D. Sociology	
4.	Mrs. Pinky Sagolsem	H.O.D. English	
5.	Mr. N. Zupenthungshitiri	H.O.D. Pol.Science	
6.	Dr. Imtinaro Longkumer	H.O.D. Education	
7.	Mrs. Kezienuo	Controller of Examination	

Background:

1. Audit all the departmental of 2019-2020 and plans for 2020-2021
2. Audit all the committees' activities of 2019-2020 and plans for 2020-2021.
3. To discuss on the grievances in implementing the plans
4. To suggest measures for improvement.

Decisions taken:

1. To have departmental activities twice in odd semester and once in even semester, keeping in mind the deficiency of time during even semester.
2. To be precise on the activities planned, theme selected, and the resource person- keeping in mind that some department failed to adhere to the plans that they formulated.
3. Departments and committees to conduct meeting at least twice in a semester and to maintain a report of their meeting minutes followed by action taken reports
4. To start teacher's feedback system to curriculum and Student Satisfaction Survey according to NAAC pattern
5. Variety of teaching methods and techniques to be used by every teacher and to add the process of implementation of the methods in the summary of the lesson in the log-book.



Jarani Mao

Co-ordinator, IQAC



Dr. P. Suresh
Principal
Don Bosco College
PB - 430
Kohima-761001 Nagaland



INTERNAL QUALITY ASSURANCE CELL

DON BOSCO COLLEGE, KOHIMA

Date : 2/8/2020

Ref. No. : DBCL/IQAC/02

CIRCULAR

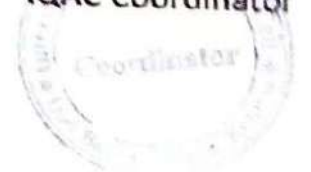
The Don Bosco College Kohima, Internal Quality Assurance Cell will be held on 06-08-2020 at 2:00 P.M., Google Meet

Therefore, all are requested to make it convenient to attend the meeting.

Agenda:

1. Leader: Mrs. Jarani Mao
2. Reporting of Previous minutes
3. New IQAC Composition Mrs. Jarani Mao
4. Evaluation of previous Year plan
5. Action Plan 2020-2021
6. Suggestions and feedbacks
7. Conclusion Remark

(Ms. Jarani Mao)
IQAC Coordinator



Cordinator

P.B. 430, Kohima - 797 001, Nagaland

Website : dbckohima.ac.in ; E-mail : donboscocollegekohima@gmail.com Ph. No. : 9436283185

Minutes of the DBCK, Internal Quality Assurance Cell meeting held on 06-08-2020 at 2:00 P.M., Google Meet

The following members were present:

Sl.no	Name	Designation	Signature
1.	Dr. Fr. P. Suresh	Chairman	Sd/-
2.	Dr. VelhouKoza	Member	Sd/-
3.	Mrs. Pinky Sagolsem	Member	Sd/-
4.	Mr. N. ZupenthungShitiri	Member	Sd/-
5.	Dr. LanukumlaAo	Member	Sd/-
6.	Dr. ImtinaroLongkumer	Member	Sd/-
7.	Mrs. Kezienuo	Member	Sd/-
8.	Mr. Manikho	Member	Sd/-
9.	Ms. Jarani Mao	Co-ordinator	Sd/-

Background:

1. Reporting of Previous minutes
2. New IQAC Composition Mrs. Jarani Mao
3. Evaluation of previous Year plan
4. Action Plan 2020-2021
5. Suggestions and feedbacks
6. Conclusion Remark

Decisions taken:

1. The unachieved and missed plans were recommended to carry further in the upcoming action-plan.
2. To organize webinars as much as possible.
3. To have extension programmes through NSS, relating to Covid-19 Pandemic.
4. To introduce certificate course online.
5. To improve the college physical infrastructure.
6. To create strategy for encouraging faculty in Research.
7. To have minimum 2 mock drills for NAAC Peer Team Visit.
8. To collect and analyse feedbacks online specially concerning online teaching-learning
9. To orient the staff on ICT for effective online teaching-learning.



Sd/-

(Co-ordinator)
IQAC,
DBCK

Report

DBCK, IQAC held its first meeting for the Academic session 2020-2021 on 6th August 2020 through Google Meet, at 1:00 P.M.

As per the notification DBC/IQAC/01, dated 1st July 2020, the coordinator announced the new composition of IQAC and welcomed the newly inducted members. The previous action plan was evaluated by the members, following the evaluation, the unachieved and missed plans were recommended to carry further in the upcoming action-plan. The members also suggested the following points for the next action plan;

1. To organize webinars as much as possible.
2. To have extension programmes through NSS, relating to Covid-19 Pandemic.
3. To introduce certificate course online.
4. To improve the college physical infrastructure.
5. To create strategy for encouraging faculty in Research.
6. To have minimum 2 mock drills for NAAC Peer Team Visit.
7. To collect and analyse feedbacks online specially concerning online teaching-learning
8. To orient the staff on ICT for effective online teaching-learning.

The meeting concluded with the summarization of all discussion by the coordinator.

Sd/-
JARANI MAO
IQAC Cordinator
DBCK



INTERNAL QUALITY ASSURANCE CELL

DON BOSCO COLLEGE, KOHIMA

Ref. No. : DBC/IQAC/cia - 03 - 2020

Date : 6/11/2020

CIRCULAR

The Don Bosco College Kohima, Internal Quality Assurance Cell (IQAC) Internal meeting 2020-2021 (1st, 3rd and 5th Semester) will be held on 20-11-2020 at 01:00 pm in Google Meet.

The Link for the meeting: <https://meet.google.com/dvc-kdck-cau>

Therefore, all are requested to make it convenient to attend the meeting.

Agenda:

1. Preparation for Peer Team Visit
2. Updates on IQAC Vision 2025.
3. Instruction of Document Filling Process

P. Saraswati

Principal
Don Bosco College
PB - 430
Kohima-797001 Nagaland



(Mrs. Jarani Mao)

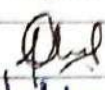
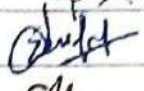
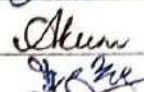

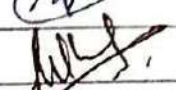
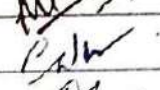
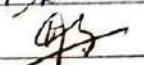

IQAC Co-ordinator



Cordinator

Minutes of DBCK, internal IQAC meeting held on 20th November 2020 at 1:00 P.M. in Google Meet.

The following members were present:

SL.No	Name	Designation	Signature
1	Mrs. Jarani Mao	IQAC Co-ordinator	
2	Ms. Zevisanuo Khate	IQAC Asst. Co-ordinator	
3	Dr. Lanukumla Ao	H.O.D. History	
4	Dr. Velhou Koza	H.O.D. Sociology	
5	Dr. Pinky Sagolsem	H.O.D. English	
6	Dr. Imtinaro Longkumer	H.O.D. Education	
7	Mr. Zupenthung Shitiri	H.O.D. Pol. Science	
8	Mrs. Kezienuo	Controller of Examination	

Agenda of the meeting:

1. Preparation for Peer Team Visit
2. Updates on IQAC Vision 2025
3. Instruction of Document filling process

Decisions taken:

1. Work chart for the staff to be prepared for peer team visit
2. To set dates for completion of task and mock drill
3. Each staff to be assigned to different tasks for the PTV
4. Fr. Provincial suggestions for the college to be included in the IQAC vision
5. Each criteria will have to maintain separate register to keep updates on their vision 2025
6. New documentation process to be implemented for record and filing

Fr. P. Suresh.

Principal
Don Bosco College
PB - 430
Kohima 797001 Nagaland



Report on internal IQAC meeting

DBCK, IQAC internal team had a meeting on 20th Nov 2020 in Google meet at 1:00 P.M. The meeting was attended by eight members. The session was chaired by Ms. Zevisanuo Khate, IQAC Asst. Co-ordinator.

The agenda of the meeting includes Preparation for Peer Team Visit by IQAC Co-ordinator, Mrs. Jarani Mao, Updates on IQAC Vision 2025 by the 7 criteria leaders and Instruction of Document filling process by Ms. Zevisanuo Khate.

The following decision were taken such as, task allotment for peer team visit to be prepared, to set dates for completion of task and mock drill, teachers will be assigned to different tasks for the PTV, Fr. Provincial suggestions for the college to be included in the IQAC vision, each criteria will have to maintain separate register to keep updates on their vision 2025 and new documentation process to be implemented for record and filing.



Fr. P. Suresh.
Principal
Don Bosco College
PB - 430
Kohima-797001 Nagaland

INTERNAL QUALITY ASSURANCE CELL

DON BOSCO COLLEGE, KOHIMA

Ref. No. : DBC/IQA/Cir 04 2021

Date : 19.02.2021

CIRCULAR

The Don Bosco College Kohima, Internal Quality Assurance Cell will be held on **22-02-2021** at **1:30 PM**, in IQAC Office

Therefore, all are requested to make it convenient to attend the meeting.

Agenda:

1. Updates on the working of the 7 criteria NAAC
2. Distribution of work allotment for staff
3. Peer Team preparations dates
4. Feedbacks and evaluation



(Ms. Jarani Mao)
IQAC Coordinator



Cordinator

Minutes of the DBCK, Internal Quality Assurance Cell meeting held on 22nd February 2021 at 1:30 PM, in IQAC Office

The following members were present:

Sl.no	Name	Designation	Signature
1.	Dr. Fr. P. Suresh	Chairman	<i>Fr. P. Suresh</i>
2.	Dr. VelhouKoza	Member	<i>Dr. VelhouKoza</i>
3.	Mrs. Pinky Sagolsem	Member	<i>Mrs. Pinky Sagolsem</i>
4.	Mr. N. ZupenthungShitiri	Member	<i>Mr. N. ZupenthungShitiri</i>
5.	Dr. LanukumlaAo	Member	
6.	Dr. ImtinaroLongkumer	Member	<i>Dr. ImtinaroLongkumer</i>
7.	Mrs. Kezienuo	Member	<i>Mrs. Kezienuo</i>
8.	Fr. P. Innocent	Member	
9.	Ms. Kevisedenuo Christina	Member	<i>K.C. Rome</i>
10.	Mr. Manikho	Member	
11.	Fr. T.P. James	Member	
12.	Ms. Jarani Mao	Co-ordinator	<i>Ms. Jarani Mao</i>

Background:

1. Updates on the working of the 7 criteria NAAC
2. Distribution of work allotment for staff
3. Peer Team preparations dates
4. Feedbacks and evaluation

Decisions taken:

1. Self evaluate the criteria before mock drill.
2. Two more Mock-drill will be held (Internal and External).
3. To include alumni and students forum for help and assistance during PTV
4. Documents and files to be updated and kept in the conference hall according to file number and criteria
5. Orientation on NAAC for Parents and Alumni to be repeated.

Sd/-

(Co-ordinator
IQAC, DBCK



REPORT

The IQAC Steering team of Don Bosco College Kohima conducted a meeting on 22-02-2021, at 1:30 PM, in IQAC Office. The purpose of the meeting was to evaluate and prepare for NAAC Peer Team Visit.

The sitting started with a prayer by Principal, Fr. Dr. P. Suresh. In the session the following agenda were discussed Updates on the working of the 7 criteria NAAC, distribution of work allotment for staff, Peer Team preparations dates, Feedbacks and evaluation

The team came to the conclusion of evaluating self internally including all the staff and students of DBCK on the seven criteria to be thorough before the mock drill. The team also suggested to go for two more mock drill: internal and external each before the actual PTV. Further, it was decided that to avoid panic and confusion later, the IQAC office must collect and arrange the files and documents for PTV in the conference hall beforehand. It was also decided to involve the alumni and existing students' forum leaders in the work distribution so as to use maximize the availability of human resource during the two day visit. Owing to the need of the hour, the team suggested to organize orientation on NAAC process for Parents and Alumni to be repeated to ensure maximum participation during interaction.

Sd/-

(Co-ordinator)
IQAC, DBCK



INTERNAL QUALITY ASSURANCE CELL

DON BOSCO COLLEGE, KOHIMA

Ref. No. : DBC/IQAC/cir -05-2021

Date : 16/03/2021

CIRCULAR

The Don Bosco College Kohima, Internal Quality Assurance Cell (IQAC) Internal meeting will be held on 22-03-2021 at 02:30 pm in IQAC Office.

Therefore, all are requested to make it convenient to attend the meeting.

Agenda:

1. Leader: Mrs. Jarani Mao
2. Prayer- Dr. Lanukumla Ao
3. Updates of the Criteria- Mrs. Jarani Mao
4. Distribution of Work- Ms. Zevisanuo Khate
5. Peer Team Preparation Dates- Ms. Zevisanuo Khate
6. Agenda Discussion for the IQAC External Meeting- Mrs. Jarani Mao
7. Any Suggestion
8. Conclusion- Mrs. Jarani Mao

A. P. Suresh.

Principal
Don Bosco College
P.O. - 430
Kohima, Nagaland



(Mrs. Jarani Mao)

IQAC Co-ordinator



Cordinator

P.B. 430, Kohima - 797 001, Nagaland

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Minutes of the DBCK, IQAC meeting held on 22nd March 2021 in IQAC Office at 2:30pm

The following members were present:

Sl.No	Name	Designation	Signature
1.	Mrs. Jarani Mao	IQAC Co-ordinator	
2.	Ms. Zevisanuo Khate	IQAC Asst. Co-ordinator	
3.	Dr. Lanukumla Ao	H.O.D History	
4.	Dr. Velhou Koza	H.O.D Sociology	
5.	Dr. Pinky Sagolsem	H.O.D English	
6.	Mr. N. Zupenthung Shitiri	H.O.D Pol. Science	
7.	Dr. Imtinaro	H.O.D Education	
8.	Mrs. Kezienuo	Controller of Examination	

The Meeting was led by IQAC Co-ordinator Mrs. Jarani Mao and prayer by Dr. Lanukumla Ao.

Discussions:

1. All the 7 Criteria Update was given, on what has been achieved and the upcoming plan for 2021-2022

2. Work Distribution was discussed.

- Videographer and Photographer- Hire i/c Ms. Lanukumla Ao
- Vehicle
 - Dr. Tovika
 - Mr. George
 - Ms. Shiirhonuo
- Assistant in the Hotel
 - Dr. Tovika
- Reception in the Hotel
 - Principal
 - IQAC Co-Ordinator
 - Dr. Velhou
 - Dr. Imtinaro
 - Dr. Lanukumla
- Refreshment and Lunch
 - Dr. Adenuo
 - Ms. Sentuile
- Cultural and Extravaganza
 - Students Forum
 - Ms. Tsutshoweii
- Arranging the Cultural Students- Mrs. Viphre i/c
- Parents & Alumni
 - Mr. Zupen i/c

3. Peer Team Preparation Dates were discussed.

- The Staff were asked to inform the Students and their respective department for the Higrade Portal Update before 25th Feb 2021
- 25th Feb- Final Submission dates of the Principal, IQAC and Department PPT

Dr. P. Suresh
Principal
Don Bosco College
PB - 430
Kohima-797001 Nagaland



IQAC internal meeting report

The IQAC internal meeting was held on 22-03-2021 at 2:30 P.M. in IQAC office. The meeting was attended by 8 members (NAAC steering team DBCK).

The agenda of the meeting were to discuss on the updates of the 7 criteria, distribution of works among staff, peer team preparations dates, agenda for external meeting followed by suggestions and conclusion.

The meeting was chaired by the coordinator, and prayer by Dr. Lanukumla Ao. All the agenda were presented and handled by the coordinator and Asst. coordinator respectively.



fr. P. Suresh.
Principal
Don Bosco College
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Kohima-797001 Nagaland



INTERNAL QUALITY ASSURANCE CELL

DON BOSCO COLLEGE, KOHIMA

Date: 12/07/2021

No.: DBCC/IQAC/CA-06 2021

CIRCULAR

The Don Bosco College Kohima, IQAC External meeting will be held on 20th July 2021 (Tuesday) at 10:00 A.M through Google Meet.

Therefore, all are requested to make it convenient to attend the meeting.

Chairperson: Ms. Zevisanuo Khate, IQAC Asst. Cordinator, DBCK

Prayer: Ms. Sentuile Damei, Asst. Prof. Dept. of Education, DBCK

Agenda

1. Brief report of previous meeting- Ms. Zevisanuo Khate
2. Announcement of NAAC 1st cycle result- Ms. Zevisanuo Khate
3. Introduction of new College Organogram- Mrs. Jarani Mao
4. Introduction of Dean of Student Affairs - Mrs. Jarani Mao
5. Briefing of role and responsibilities of committees and cells- Mrs. Jarani Mao
6. Suggestions and feedbacks- Ms. Zevisanuo Khate

Mrs. Jarani Mao
IQAC, Cordinator
Don Bosco College Kohima



Cordinator

Minutes of the DBCK, Internal Quality Assurance Cell internal (IQAC) external meeting held on 20-07- 2021 at 10:00 A.M. through Google Meet

The following members were present:

Sl.no	Name	Signature
1.	Ms. Tsutshowe-ii Sekhano	Sd/-
2.	Mrs. Zavelu Kezo	Sd/-
3.	Dr. Velhou Koza	Sd/-
4.	Dr. Imtinaro Longkumer	Sd/-
5.	Mrs. Kezienuo	Sd/-
6.	Ms. Zevisano Khate	Sd/-
7.	Fr. Dr. P. Suresh	Sd/-
8.	Mr. Manikho	Sd/-
9.	Fr. P. Innocent	Sd/-
10.	Ms. Kevisedenuo	Sd/-
11.	Ms. Jarani Mao	Sd/-

Background:

1. Brief report of previous meeting- Ms. Zevisano Khate
2. Announcement of NAAC 1st cycle result- Ms. Zevisano Khate
3. Introduction of new College Organogram- Mrs. Jarani Mao
4. Introduction of Dean of Student Affairs - Mrs. Jarani Mao
5. Briefing of role and responsibilities of committees and cells- Mrs. Jarani Mao
6. Suggestions and feedbacks- Ms. Zevisano Khate

Action taken Report:

1. The team appreciated the success of the college grade and result of the first NAAC cycle.
2. Decision was made to reshuffle the different criteria in charge and to start working on the area where scoring was low
3. The team decided to consider upgrading the college website and to update all information
4. The new College Organogram was accepted and approved by the members and suggested to upload in the college website
5. The team decided to frame the policy document of DSW and suggested to do the same for other official roles in the college
6. The team accepted the newly created document on roles and responsibilities of various cells and committees and further suggested to create evaluation template of each by IQAC to follow up per semester.

7. The team decided to introduce mid semester and end semester evaluation system by IQAC to keep updates on all activities of the college
8. The following suggestions and recommendations were given by the team for the year action plan
 - a. To introduce add on/certificate course for students
 - b. To initiate/ organize Seminar/FDP/CBP for Staff
 - c. To start Project assignment for students
 - d. To conduct Awareness Program
 - e. To celebrate International and National recognized events



Mrs. Jarani Mao
IQAC, Co-ordinator
DBCK



INTERNAL QUALITY ASSURANCE CELL

DON BOSCO COLLEGE, KOHIMA

To: DBC/IQAC / Cm-07 2021

Date: 7th Sept 2021

CIRCULAR

The Don Bosco College Kohima, IQAC internal meeting will be held on 17th September (Friday) at 12:30 P.M. in IQAC office, DBCK


Therefore, all are requested to make it convenient to attend the meeting.

Chairperson: Ms. Zavisano Khate, IQAC Asst. Cordinator, DBCK

Prayer: Dr. Velhou Koza, Cordinator, Research Cell, DBCK

Agenda

1. Brief report of previous meeting
2. New HoD appointment
3. DBCK Academic Council
4. Roles and responsibilities of AC
5. Suggestions and feedbacks
6. Concluding remark



Mrs. Jarani Mao
IQAC, Cordinator
Don Bosco College Kohima



Cordinator

Minutes of the DBCK, Internal Quality Assurance Cell internal meeting held on 17-09-2021 at 12:30 P.M.

The following members were present:

Sl.no	Name	Designation	Signature
1.	Ms. Tsutshowe-ii Sekhamo	Member	
2.	Mrs. Zavelu Kezo	Member	
3.	Dr. Velhou Koza	Member	
4.	Mr. Sanihe Ariijii	Member	
5.	Dr. Toshimenla	Member	
6.	Dr. Imtinaro Longkumer	Member	
7.	Mrs. Kezienuo	Member	
8.	Dr. Tovika Swu	Member	
9.	Fr. Christu Das	Member	
10	Ms. Zevisano Khate	Asst. Cordinator	
11	Ms. Jarani Mao	Co-ordinator	

Background:

1. Brief report of previous meeting
2. New HoD appointment
3. DBCK Academic Council
4. Roles and responsibilities of AC
5. Suggestions and feedbacks
6. Concluding remark

Action taken:

1. The team accepted all the decisions taken by the IQAC External team.
2. The team decided to reshuffle the members of Academic council as per the newly shuffled Heads of the Departments
3. The team decided to appoint Ms. Tsutshowe-ii as the convenor of the Academic council
4. The Policy document of Academic council was informed and accepted by the team
5. The Team suggested to host at least two AC meeting in a semester i.e., in the beginning and end of a semester

6. The team decided that the AC should be responsible and account to all academic related issues within the departments including staff and students.
7. The team further decided that IQAC should be present at one of AC meeting in a semester.
8. The Team decided that the Committee should prepare the agenda before hand and get approval from IQAC before conducting the meeting except for an emergency



Mrs. Jarani Mao
IQAC, Co-ordinator
DBCK



INTERNAL QUALITY ASSURANCE CELL

DON BOSCO COLLEGE, KOHIMA

No. : D.B.C./I.Q.A.C./22-01

Date : 18 / January

CIRCULAR

The Don Bosco College Kohima, IQAC internal meeting will be held on 20th January 2022 (Thursday) at 10:00 A.M. in the IQAC Office.


Therefore, all are requested to make it convenient to attend the meeting.

Chairperson: Ms. Zaviseno Khate, IQAC Asst. Cordinator, DBCK

Prayer: Ms. Tsutshowe-ii Sekhamo, Cordinator, Academic Council, DBCK

Agenda

1. Brief report of previous meeting
2. Updates on the 1st AQAR submission
3. Updates on completed task as per the IQAC Vision 2025 and Provincial recommendation
4. Preparation of next AQAR requirements in the upcoming Action Plan
5. Set meetings and targets for various Criteria in-charge for the academic year
6. Plan and preparation of External IQAC Meeting Agenda
7. Suggestions and feedbacks
8. Concluding remark


Mrs. Jarani Mao
IQAC, Cordinator
Don Bosco College Kohima



Cordinator

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Minutes of the DBCK, Internal Quality Assurance Cell internal meeting held on 20-01- 2022 at 10:00 A.M. in IQAC Office.

The following members were present:

Sl.no	Name	Designation	Signature
1.	Ms. Tsutshowe-ii Sekhamo	Member	
2.	Mrs. Zavelu Kezo	Member	
3.	Mr. Sanihe Ariijii	Member	
4.	Dr. Toshimenla	Member	
5.	Dr. Imtinaro Longkumer	Member	
6.	Mrs. Kezienuo	Member	
7.	Dr. Tovika Swu	Member	
8.	Ms. Zevisano Khate	Asst. Cordinator	
9.	Ms. Jarani Mao	Co-ordinator	

Background:

1. Brief report of previous meeting
2. Updates on the 1st AQAR submission
3. Updates on completed task as per the IQAC Vision 2025 and Provincial recommendation
4. Preparation of next AQAR requirements in the upcoming Action Plan
5. Set meetings and targets for various Criteria in-charge for the academic year
6. Plan and preparation of External IQAC Meeting Agenda
7. Suggestions and feedbacks
8. Concluding remark

Decisions taken:

1. To start the preparation of AQAR 2021-2022 session from January 2022
2. To distribute the points of IQAC vision to various Criteria incharge
3. To keep updates on the activities provided in AYP, reporting to IQAC twice in a semester to be introduced
4. To include introduction of more Certificate course in the Action plan and to include in the college admission prospectus.
5. To have meeting with different criteria in charge once in a month to keep updates on their activities.
6. To focus more on the research and publication of the faculty


Mrs. Jarani Mao
IQAC Co-ordinator
DBCK



INTERNAL QUALITY ASSURANCE CELL

DON BOSCO COLLEGE, KOHIMA

Date : 24/01/22

: DBC/IQAC/22-02

CIRCULAR

The Don Bosco College Kohima, IQAC External meeting will be held on 1st February 2022 (Tuesday) at 5:00 P.M through Google Meet.

Therefore, all are requested to make it convenient to attend the meeting.

Chairperson: Ms. Zevisanuo Khate, IQAC Asst. Cordinator, DBCK

Prayer: Ms. Tsutshowe-ii Sekhamo, Cordinator, Academic Council, DBCK

Agenda

1. Brief report of previous meeting- Ms. Zevisanuo Khate
2. Introduction of new members- Mrs. Jarani Mao
3. Updates on the 1st AQAR submission- Mrs. Jarani Mao
4. Updates on completed task as per the IQAC Vision 2025 and Provincial recommendation- Mrs. Jarani Mao
5. Updates of 7 Criteria- Criteria Incharge
6. Evaluation Action plan 2021-2022- Ms. Zevisanuo Khate
7. Action Plan 2022-2023- Ms. Zevisanuo Khate
8. Suggestions and feedbacks



Mrs. Jarani Mao
IQAC, Cordinator
Don Bosco College Kohima



Cordinator

Minutes of the DBCK, Internal Quality Assurance Cell External meeting held on 01-02-2022 at 5:00 P.M., through online

The following members were present:

Sl.no	Name	Signature
1.	Ms. Tsutshowe-ii Sekhamo	Sd/-
2.	Mrs. Zavelu Kezo	Sd/-
3.	Dr. Velhou Koza	Sd/-
4.	Dr. Imtinaro Longkumer	Sd/-
5.	Mrs. Kezienuo	Sd/-
6.	Ms. Zevisano Khate	Sd/-
7.	Fr. Dr. P. Suresh	Sd/-
8.	Prof. G.T. Thong	Sd/-
9.	Mr. Manikho	Sd/-
10.	Fr. P. Innocent	Sd/-
11.	Ms. Kevisedenuo	Sd/-
12.	Ms. Jarani Mao	Sd/-


Background:

1. Brief report of previous meeting- Ms. Zevisano Khate
2. Introduction of new members- Mrs. Jarani Mao
3. Updates on the 1st AQAR submission- Mrs. Jarani Mao
4. Updates on completed task as per the IQAC Vision 2025 and Provincial recommendation- Mrs. Jarani Mao
5. Updates of 7 Criteria- Criteria Incharge
6. Evaluation Action plan 2021-2022- Ms. Zevisano Khate
7. Action Plan 2022-2023- Ms. Zevisano Khate
8. Suggestions and feedbacks

Actions taken:

1. The team appreciated the completion of the submission of the 1st AQAR successfully
2. To organize at least one FDP for this upcoming session
3. To incorporate more certificate course
4. To introduce project work for all the semester
5. To sign maximum MOUs for curriculum enrichment and extension activities

6. To go for Green and Environment Audit
7. To focus on the Vermicompost and Organic Garden
8. Re launch Compassion Channel- Best Practice
9. The team decided to encourage staff for more research publication and project
10. For promoting research, Research corner/room to be arranged with internet facility


Mrs. Jarani Mao
IQAC, Co-ordinator
DBCK



INTERNAL QUALITY ASSURANCE CELL

DON BOSCO COLLEGE, KOHIMA

DBC/IRAC/22-23-02

Date: 12/7/22

CIRCULAR

The Don Bosco College Kohima, Internal Quality Assurance Cell (IQAC) Internal Meeting will be held on 19-07-2022 at 12:30 P.M., in Conference Hall.

Therefore, all are requested to make it convenient to attend the meeting.

Agenda:

1. Reporting of Previous minutes
2. Changes in composition (internal team/criteria in charges)
3. Evaluation of previous Year plan
4. Action Plan for 2022-2023
5. Suggestions and feedbacks
6. Conclusion Remark

P. Suresh
Principal
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(Ms. Jarani Mao)
IQAC Coordinator



Cordinator

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Minutes of the DBCK, Internal Quality Assurance Cell meeting held on 19-07-2022 at 12:30 P.M., in the Conference Hall, DBCK

The following members were present:

Sl.no	Name	Designation	Signature
1.	Dr. Fr. P. Suresh	Chairman	Sd/-
2.	Dr. Tovika	Member	Sd/-
3.	Mrs. Viphreseno	Member	Sd/-
4.	Mr. Keniesevor	Member	Sd/-
5.	Ms. Nutsulu	Member	Sd/-
6.	Mrs. Sentuile	Member	Sd/-
7.	Mr. Medochiilie	Member	Sd/-
8.	Mr. Manikho	Member	Sd/-
9.	Mrs. Zavelu	Member	Sd/-
10.	Ms. Jarani Mao	Co-ordinator	Sd/-

Background:

1. Reporting of Previous minutes
2. Changes in composition (internal team/criteria in charges)
3. Evaluation of previous Year plan
4. Action Plan for 2022-2023
5. Suggestions and feedbacks
6. Conclusion Remark

Report on IQAC Internal Meeting

The DBCK, IQAC Internal meeting was held on 19th July 2022 at 12:30 P.M., in Conference Hall DBCK. All the 10 members attended the meeting. The agenda of the meeting was:

1. Reporting of Previous minutes
2. Changes in composition (internal team/criteria in charges)
3. Evaluation of previous Year plan
4. Action Plan for 2022-2023
5. Suggestions and feedbacks
6. Conclusion Remark

The session was chaired by Ms. Nutsulu, Asst. Prof, Dept. of Pol. Science. Mrs. Jarani Mao, Co-ordinator presented the Report, Evaluation and action plan of 2022-23. The team members evaluated

Principal
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Kohima-797001 Nagaland



the completed action plan 2021-22 The Team further Suggested to carry on the incomplete task to the new academic action plan 2022-2023. The team also suggested including physical infrastructure up gradation of new building in the IQAC action plan, such as; projector, computer for staff, drinking water and boiling water facilities for staffroom, toilet for gent staff. The team decided to initiate and organize seminar/ workshop for students and staff, at least one each during the ongoing academic session. And to improvise and change the internal assessment mechanism as per CBCS for the 1st semester students. The meeting was concluded with a prayer by Mrs. Viphreseno, Asst. Prof., Department of Sociology



H P Suresh
Principal
Don Bosco College
PB - 430
Kohima-797001 Nagaland

[Signature]
Sd/-
Mrs. Jarani Mao
IQAC Co ordinator



CIRCULAR

The Don Bosco College Kohima, Internal Quality Assurance Cell (IQAC) External Meeting will be held on 30-07-2022 at 11:00 A.M., in Conference Hall.

Therefore, all are requested to make it convenient to attend the meeting.

Agenda:

1. Reporting of Previous minutes
2. Reporting and Evaluation of previous Year plan
3. Action Plan for Academic session 2022-2023
4. Suggestions and feedbacks
5. Conclusion Remark



(Mrs. Jarani Mao)
IQAC Coordinator

K P Suresh
Principal
Don Bosco College
PB - 430
Kohima-797001 Nagaland



Minutes of the DBCK, Internal Quality Assurance Cell External meeting held on 30-07-2022 at 12:30 P.M., in the Conference Hall, DBCK

The following members were present:

Sl.no	Name	Designation	Signature
1.	Dr. Fr. P. Suresh	Chairman	Sd/-
2.	Prof. G.T. Thong	NU Nominee	Sd/-
3.	Fr. T.P. James	Member	Sd/-
4.	Fr. Christu Doss	Member	Sd/-
5.	Mrs. Kezienuo	Member	Sd/-
6.	Dr. Imtinaro	Member	Sd/-
7.	Mrs. Zavelu	Member	Sd/-
8.	Ms. Tsutshowe-ii	Member	Sd/-
9.	Dr. Velhou Koza	Member	Sd/-
10.	Mr. Medochiilie	Member	Sd/-
11.	Mr. Manikho	Member	Sd/-
12.	Ms. Kevisedeno Christina	Member	Sd/-
13.	Ms. Jennifer Wotsa	Member	Sd/-
14.	Mrs. Jarani Mao	Co-ordinator	Sd/-

Background:

6. Reporting of Previous minutes
7. Reporting and Evaluation of previous Year plan
8. Action Plan for Academic session 2022-2023
9. Suggestions and feedbacks
10. Conclusion Remark

Decisions Taken:

1. The team evaluated the completed action plan 2021-22
2. Suggested to carry on the incomplete task to the new academic action plan 2022-2023
3. The team approved the suggestions of internal team to work on the physical infrastructure up gradation of new building in the IQAC action plan, initiating seminar/ workshop for students and staff and to improvise the internal assessment mechanism as per CBCS.
4. The team decided to focus on enhancing the T-L Process by upgrading more onto online Learning Resources.
5. The team suggested to go for software installation for checking plagiarism of all research related works of staff and students to promote authentic and quality research

Dr. P. Suresh
Principal
Don Bosco College
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Kohima-797001 Nagaland



6. To go for better scoring in NAAC assessment under research criteria, the team decided to encourage non PhD Staff to go for publications and research writings.
7. To follow up the curriculum on feedback collected by the college and sent it to the University Departmental BUGs for further action
8. The team suggested thinking of Sharing Resources with neighbouring institutions as Extension activities by the college.


Sd/-

Mrs. Jarani Mao
IQAC Co ordinator
DBCK

A. P. Sarash
Principal
Don Bosco College
PB - 430
Kohima-797001 Nagaland



Report on IQAC External Meeting

The DBCK, IQAC External meeting was held on 30th July 2022 at 11:00 A.M. in Conference Hall DBCK. All together 14 out of 16 members attended the meeting. The agenda of the meeting was:

1. Reporting of Previous minutes
2. Reporting and Evaluation of previous Year plan
3. Action Plan for Academic session 2022-2023
4. Suggestions and feedbacks
5. Conclusion Remark

The meeting begins with a prayer by Dr. Velhou Koza, Asst. Prof. Dept. of Sociology. The session was chaired by Mrs. Jarani Mao, Co-coordinator; She presented the Report, Evaluation and action plan of 2022-23.

The team members evaluated the completed action plan 2021-22. The team evaluated the completed action plan 2021-22 and Suggested to carry on the incomplete task to the new academic action plan 2022-2023. The team approved the suggestions of internal team to work on the physical infrastructure up gradation of new building in the IQAC action plan, initiating seminar/ workshop for students and staff and to improvise the internal assessment mechanism as per CBCS. The team decided to focus on enhancing the T-L Process by upgrading more onto online Learning Resources. The team further suggested for software installation for checking plagiarism of all research related works of staff and students to promote authentic and quality research. To go for better scoring in NAAC assessment under research criteria, the team decided to encourage non PhD Staff to go for publications and research writings. The team decided to follow up the curriculum on feedback collected by the college and sent it to the University Departmental BUGs for further action. The team suggested thinking of Sharing Resources with neighbouring institutions as Extension activities by the college.

The meeting was concluding with a conclusion remark by the Co-ordinator and closing Prayer by Fr. Christu Doss, Administrative Supervisor, DBCK.

 Sd/-

Mrs. Jarani Mao
IQAC Co ordinator
DBCK

K. P. Suresh
Principal
Don Bosco College
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Kohima-797001 Nagaland





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Nagaland 797003, India

Lat 25.684468°

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Principal
Don Bosco College
PB - 430
Kohima-797001 Nagaland



IQAC Meeting with the Teaching Staff and Non-Teaching

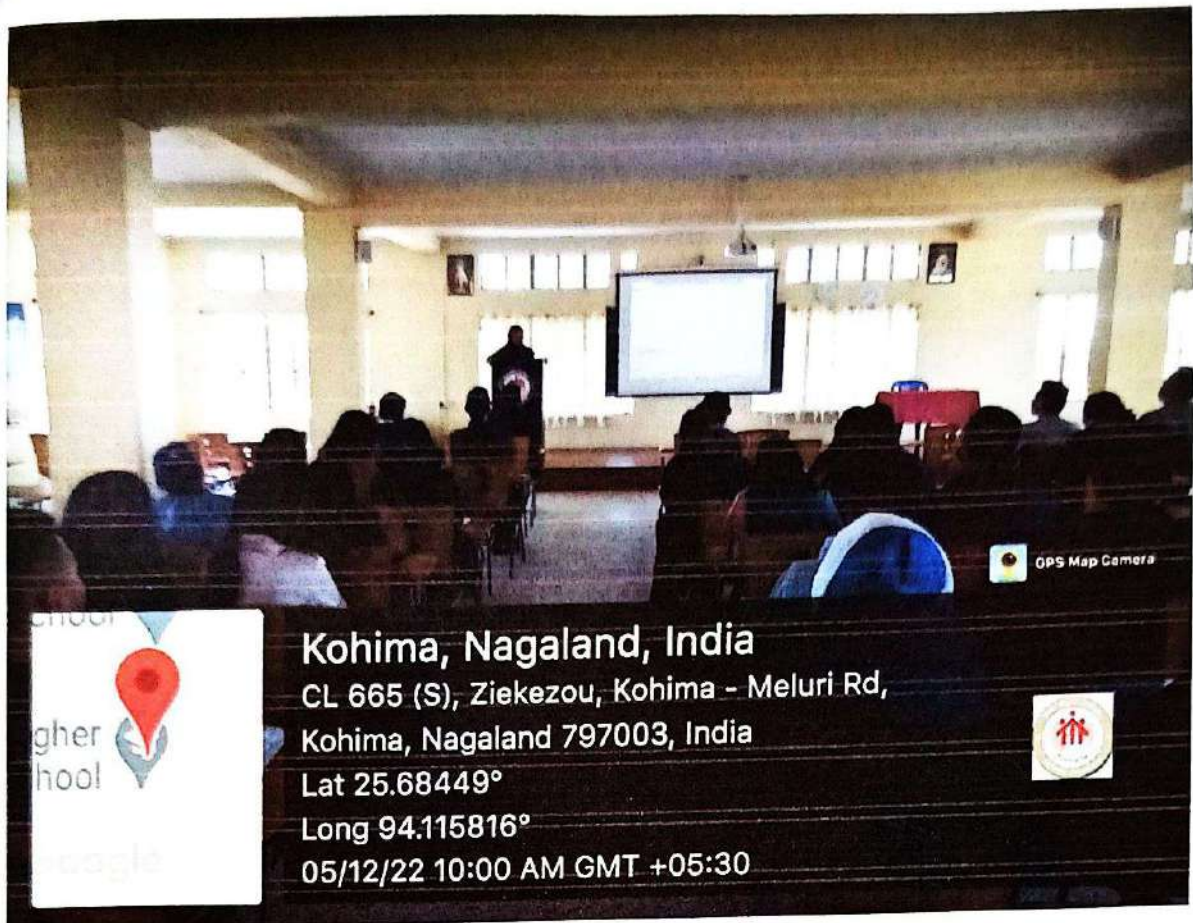
Reports

IQAC on 05th December 2022 held a meeting with the teaching and non-teaching staff in TI hall at 9:00 A.M. The meeting was chaired by Mrs. Jarani Mao IQAC Coordinator, who also gave a brief introduction on the formation of IQAC in Don Bosco College in the year 2018. Mrs. Jarani highlighted on the core value of Don Bosco College and the need of all the staff Cooperation for the upliftment of the college accreditation, through various Action Plan taken up by the college.



Dr. P. Sarath
Principal
Don Bosco College
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Second Session was taken by Fr. Dr. P. Suresh Principal Don Bosco College, shared with the famous saying “If youth become the center of the Institution it has become a Don Bosco Institution”. He challenge the staff to take the student to a higher level and achieved their goal they desire by ‘thinking globally’. Fr. Dr. P. Suresh also inspires the staff to find good in the student, their talent not only in the academic but also in the profession they desire and find ways to mold them with opportunities and ways. He concluded his session with a requested to the staff to update themselves with latest technology in this changing world.

Submitted by:
Medosielie Methodius Sote
IQAC Assistant Coordinator
Don Bosco College Kohima

Fr. P. Suresh
Principal
Don Bosco College
PB - 430
Kohima-797001 Nagaland





GPS Map Camera



Kohima, Nagaland, India

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Rd, Kohima, Nagaland 797003, India

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GPS Map Camera



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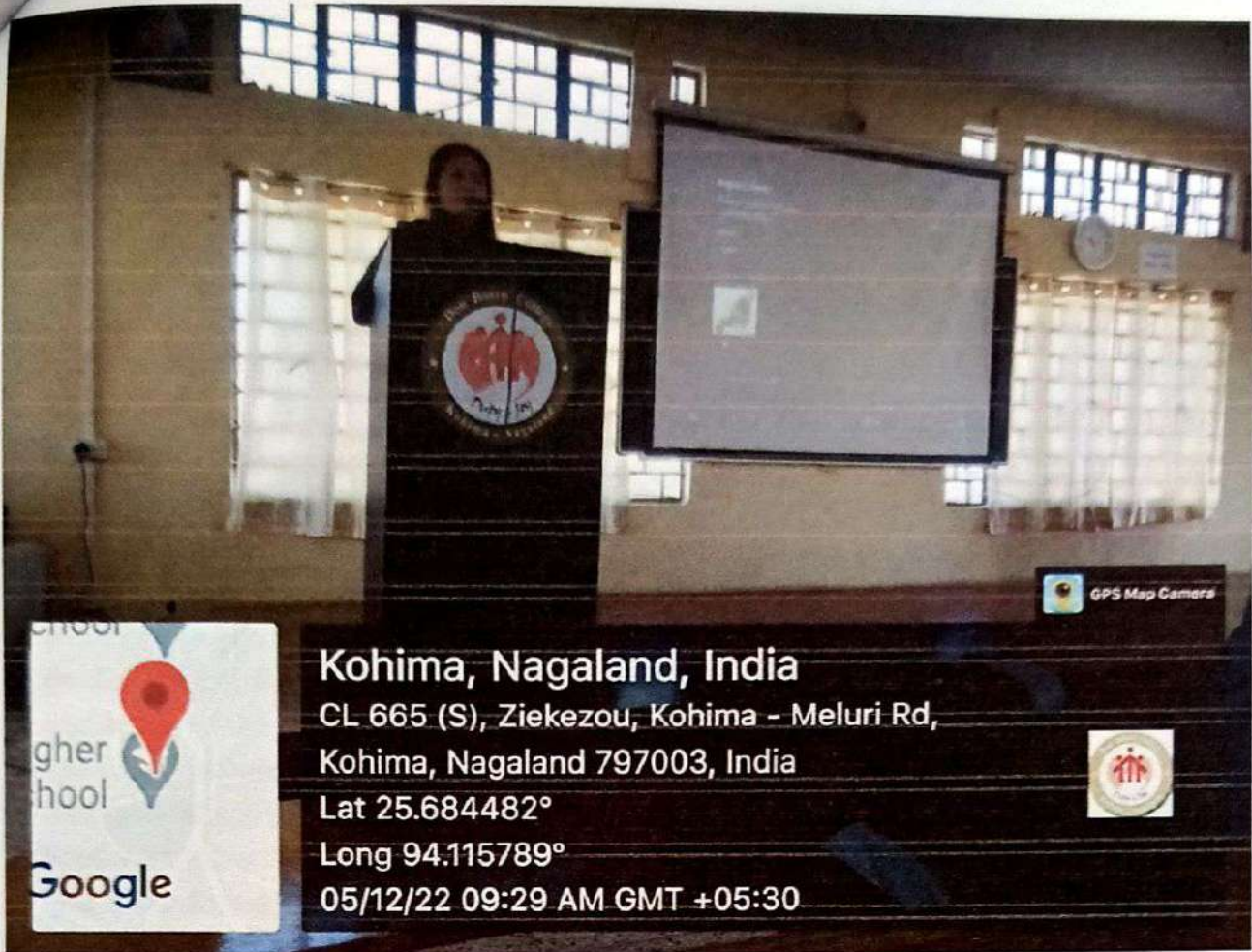
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Kohima, Nagaland, India

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Kohima, Nagaland 797003, India

Lat 25.684482°

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P. Sarash

Principal
Don Bosco College
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IQAC Meeting with the Teaching Staff and Non-Teaching Report

On 29th July 2023 a Staff Meeting was held for all the teaching staff and Administrative Staff of the college at 9:00 A.M. in the college Auditorium Hall. Fr. Christu Doss, Director of St. Zatti Computer Center, Don Bosco College invokes God blessing upon the success of the meeting. The Meeting was chaired by Mrs. Jarani Mao IQAC Coordinator who also shared on the three core value of the college i.e. Spiritual Commitment, Accountability and Integrity. Since the college has new staff recruited for the academic session Mrs. Jarani as an IQAC Coordinator hand out the information of how they should maintain their document and files according to NAAC Criteria. She also share on right way to maintain their Log book.

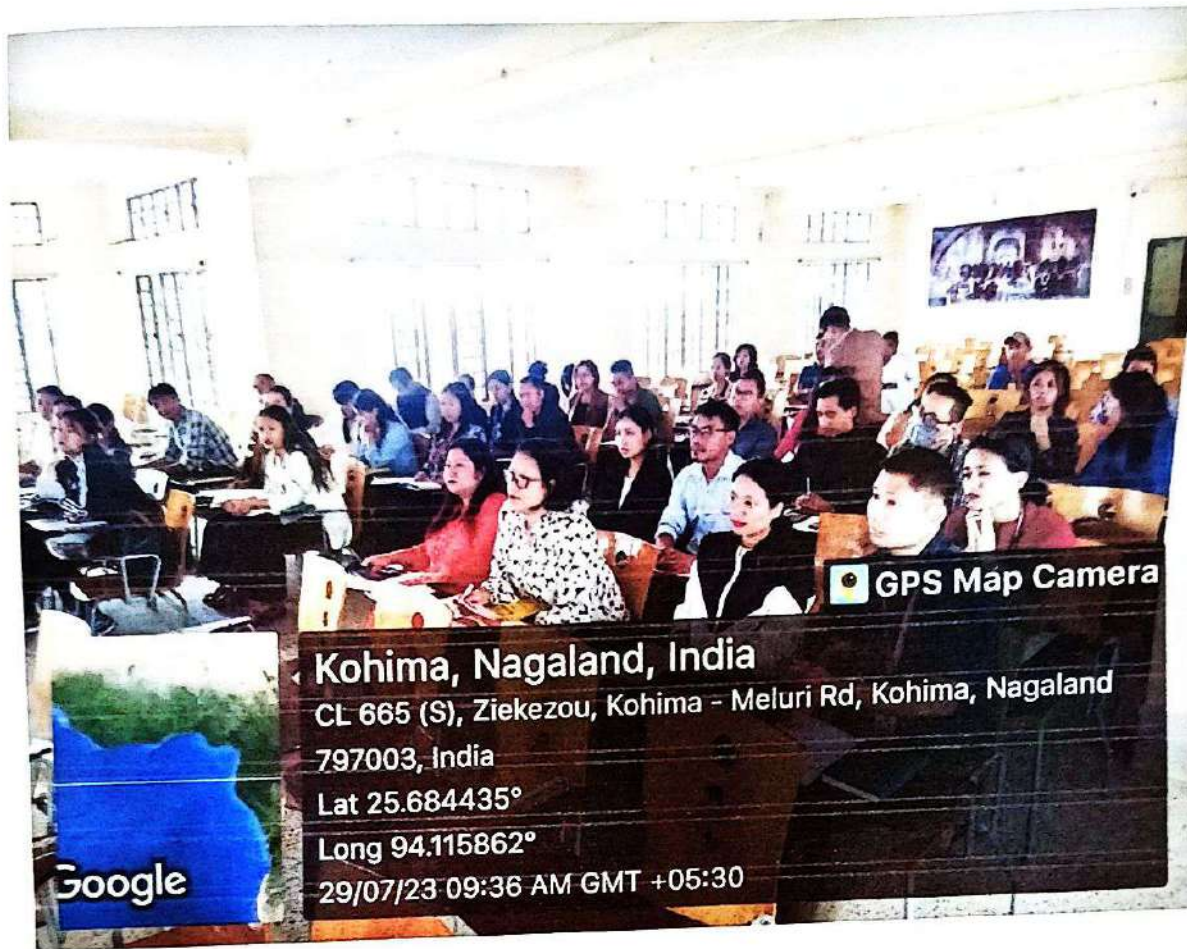
Fr. Dr. Suresh Principal of Don Bosco College took the stage who read out the rules and regulation of the college. He also gave a brief introduction on Don Bosco as a person. The Meeting continues with the grievances from the staff and some action was taken regarding their grievances given. The meeting Concluded with an Award for three staffs namely, Ms. Sopfunuo Licey Vizo, Ms. Sharon Khing and Dr. Imtinaro for best maintaining of their Staff Log book during the academic year 2022-23. They are awarded with a certificate and a cash prize, their award was given to them by Fr. Christu Doss. Overall it was a fruitful meeting for the staff.

**Reported by:-
Medosielie Methodius Sote
IQAC Assistant Coordinator
Don Bosco College Kohima**

Fr. P. Suresh
Principal
Don Bosco College
PB - 430
Kohima-797001 Nagaland

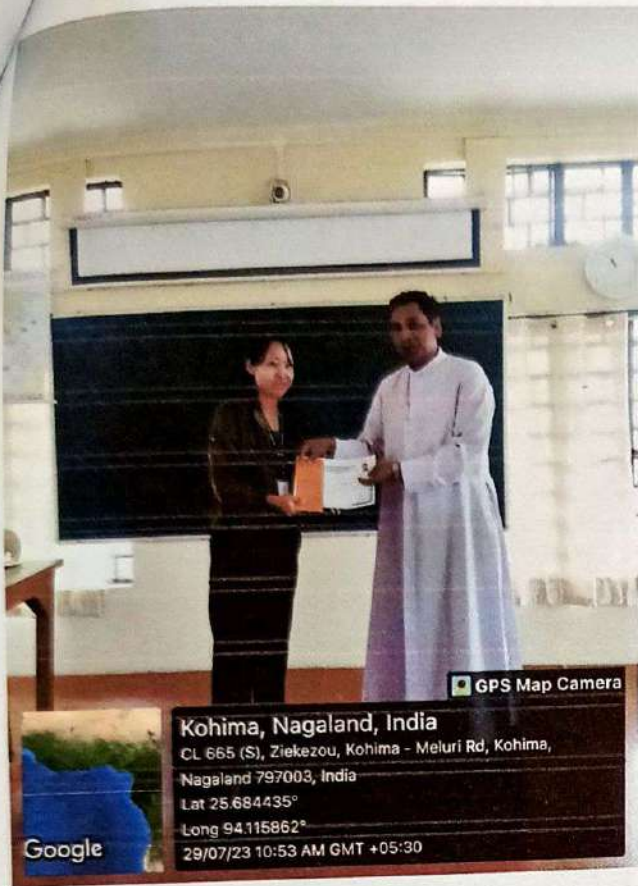


Teaching Staff and Administrative Staff



Principal
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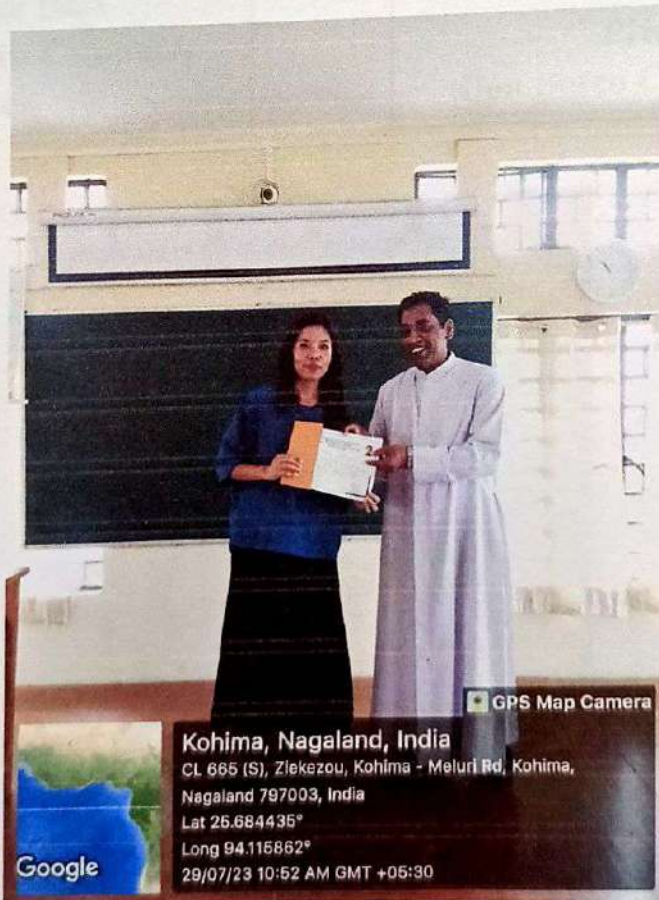
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H. P. Semba

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Best Staff Log Book Award 2022-23

- Ms. Sopfunuo Lacey Vizo (Department of Psychology)
- Ms. Sharon Khing (Department of Commerce)
- Dr. Imtinaro (Department of Education)



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Fr. Christu Doss
 Director St. Zatti Computer
 Center



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Fr. Dr. P. Suresh
 Principal
 Don Bosco College Kohima



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Mrs. Jarani Mao
 IQAC Coordinator
 Don Bosco College Kohima

Fr. P. Suresh
 Principal
 Don Bosco College
 PB - 430
 Kohima-797001 Nagaland



Minutes of the DBCK, Internal Quality Assurance Cell meeting held on 18-08-2023 at 12:00 P.M., in the IQAC Office, DBCK

The following members were present:

Sl.no	Name	Designation	Signature
1.	Mrs. Jarani Mao	IQAC Co-ordinator	Sd/-
2.	Mrs. Kezienuo	Member	Sd/-
3.	Dr. Toshimenla	Member	Sd/-
4.	Mrs. Zavelu Kezo	Member	Sd/-
5.	Ms. Tsutshowe-ii Sekhamo	Member	Sd/-
6.	Mrs. Sesino Savino	Member	Sd/-
7.	Dr. Yanthungbeni Kithan	Member	Sd/-
8.	Mr. Medosielie Methodius	Member	Sd/-

Background:

1. Reporting of Previous minutes
2. Changes in composition (Internal team/criteria in charges)
3. Evaluation of previous Year plan
4. Action Plan for 2023-2024
5. Suggestions and feedbacks
6. Conclusion Remark

Report on IQAC Internal Meeting

The DBCK, IQAC Internal meeting was held on 18th August 2023 at 12:00 P.M., in IQAC Office DBCK. All the 8 members attended the meeting. The agenda of the meeting was:

1. Reporting of Previous minutes
2. Changes in composition (Internal team/criteria in charges)
3. Evaluation of previous Year plan
4. Action Plan for 2023-2024
5. Suggestions and feedbacks
6. Conclusion Remark

The session was chaired by Mrs. Jarani Mao, IQAC Co-ordinator and Asst. Prof, Dept. of Education. She presented the Report, Evaluation and action plan of 2023-24. The team members evaluated the completed action plan 2022-23. Some of the Incomplete task to be carried to the new academic plan 2023-2024. The team also suggested organizing more seminar/ workshop for students and staffs. The

In P. Sarash

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teams also analysis on the new course of FYUGP. The meeting was concluded with a prayer by Mrs. Sesino Savino, Asst. Prof., Department of Psychology.

Sd/-
Jarani Mao
IQAC Coordinator
DBCK



H P Savino
Principal
Don Bosco College
PB - 430
Kohima-797001 Nagaland

